

DINING HALL COMMITTEE JOB DESCRIPTION

Purpose: To assist in managing the financial procedures of the dining hall lunches during the MSSA Season.

Interactions: MSSA membership and visitors, dining hall staff, General Manager, President

Responsibilities:

1. Coordinate and provide management coverage daily during the season to work in tandem with dining hall staff.
2. Train committee members on procedures used.
3. Assist members and visitors to check in and pay for their lunches.
4. Enter financial data into members' accounting sheets, as needed.
5. Consider ways to enhance the attractiveness of the dining tables.
6. Provide advice and counsel to the General Manager regarding dining hall procedures.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.